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Approved For Release 2003/12/22 : CIA-RDP81-00706R000200040004-9  
CENTRAL INTELLIGENCE GROUP

NEW WAR DEPARTMENT BUILDING  
WASHINGTON 25, D. C.

17 December 1946

MEMORANDUM FOR DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE FOR  
OPERATIONS.

Subject: Organization and Flow Charts, Functions of  
Subordinate Sections, WDC.

In compliance with verbal instructions the following are  
hereby submitted:

Tab A: Functions of Offices, Sections and Projects, WDC.

Tab B: Organization Chart.

Tab C: Document Flow Chart, Japanese Documents.

Tab D: Flow Chart, Accession Lists.

Tab E: Flow Chart, Summary, Translation, or Research Report.

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(V. V. MAGNALL,  
Acting Chief.

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TAB

1. Office of the Chief

- Branch
- Ass't
- a. Responsible to Deputy Director for Operations, CIG, for the fulfillment of the Washington Document Center mission, performing functions listed below subject to CIG directives and policies.
  - b. Establishes policies and procedures necessary to carry out mission.
  - c. Prescribes the organization and functions of subordinate offices, projects, and sections.
  - d. Directs the assignment of personnel to subordinate offices, projects and sections.

- Doc Br
- e. Establishes priorities for work undertaken by WDC.
  - f. Approves all summaries, translations and research projects prior to publication.

Recommendations

- g. Approves all distribution lists for Washington Document Center publications.

The implementation of CIG security policies applicable  
to the Document Center. ?  
Br.

- i. Maintains contact with ATIS Document Section, G-2, Hq, SCAP for the procurement of documents in Japan and Southern Korea.

2. Administration and Security Office

- a. Performs personnel administration for the Army, Navy and Civilian components of the Washington Document Center Branch.

- b. Maintains such statistical records as are necessary to present a clear picture of the personnel situation at all times.

- c. Assigns personnel to projects and sections in accordance with the policies and decisions of Chief Washington Document Center Branch.

- d. Studies proper utilization of ancillary personnel making pertinent recommendations to Chief, Washington Document Center Branch.

- e. Prepares studies of future personnel requirements.

- f. Exercises supervision over all security matters, insuring compliance with CIG regulations and recommending implementation of above regulations to meet local requirements.

- g. Publishes and maintains up to date Washington Document Center Branch security regulations.

- h. Maintains roster of duty personnel.

- i. Insures distribution lists of Washington Document Center publications are in accordance with CIG and WDC security policies.  
Br.

j. Makes periodic inspection of organization to insure compliance with security regulations.

k. Provides for supply and services. *thru a channel*

l. Controls allocation and utilization of space assigned to the Washington Document Center. *channel*

m. Maintains necessary liaison with administrative, supply and services, and Security Officers of CIG. *channel*

n. Operates the Washington Document Center message center. *channel*

o. Maintains Central correspondence files. *channel*

3. Control Office

a. Receives all requests for translations, loan of documents, and factual research projects.

b. Coordinates each request with Liaison Section to keep Liaison personnel informed of each request and to enable Liaison Section to engage in such further liaison as is indicated.

c. Upon completion of necessary liaison, assigns action on each request in accordance with policies and decisions of Chief, Washington Document Center. *channel*

d. Allocates to and controls flow of work thru Projects, Editorial and Publications Sections to fulfill each approved request.

e. Maintains files of all requests and records of action taken.

f. Maintains statistical progress records necessary for the preparation of progress reports.

g. Prepares progress reports for use of Chief Washington Document Center and such as are required by higher authority. *channel*

h. Prepares distribution lists for all publications in cooperation with Liaison Section. *channel*

i. Maintains files of all Washington Document Center Publications for use of Liaison Personnel. *channel*

j. Routes incoming Intelligence publications to projects and sections concerned.

4. Liaison Office

*The Office of Operations CIG*

a. Maintains close liaison with the Central Intelligence Group and Intelligence agencies of the State, War and Navy Departments having interest in the Washington Document Center document collection and exploitation. *channel*

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b. Obtains thru written or verbal briefings the intelligence requirements of agencies served by Washington Document Center.

c. Studies ~~dissemination~~ problems involved in the distribution of Washington Document Center publications in cooperation with the Control Office *before delivery to OC & D*

d. Studies each request referred to the Liaison Section by the Control Office and effects such additional liaison as required.

e. Advises requesting agencies of action taken on their requests and keeps them advised of progress.

f. Briefs agencies served concerning capabilities, policies and procedures of Washington Document Center. *Br*

g. Briefs proper project and section personnel on intelligence requirements of agencies served.

h. Arranges for conferences between document research personnel of Washington Document Center and research personnel of other intelligence agencies concerned in order to minimize the effort required to meet their information requirements.

5. Screening Section

a. Receives and assigns Washington Document Center numbers to all incoming documents.

b. Sorts documents of Washington Document Center interest on project basis.

c. Sorts and consigns documents to storage and to Library of Congress.

d. With assistance from projects as required, prepares abstract slips of all documents of Washington Document Center interest.

c. Forwards documents with abstract slips to Library Section

6. Library Section

a. Maintains the Library of Foreign language documents on the Far East required by Washington Document Center to fulfill its mission.

b. Maintains files consisting of English publications required by document research personnel and translators and complete files of materials published by Allied Translator and Interpreter Section AFPAC, Joint Intelligence Center Pacific Ocean Area, South East Asia Translation and Interrogation Center, and the Sino Translator and Interrogation Center.

c. Maintains a document loan service.

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7. Projects A, B, C, D,

- a. Summarizes documents pertaining to its assigned geographical area except scientific and technical documents.
- b. Translates documents pertaining to its assigned geographical area except scientific and technical documents.
- c. Performs such factual research projects as referred to it.
- d. Checks all summaries, translations and research reports to insure equation of meaning between original documents and completed work.
- e. Receives abstracts of documents pertaining to its assigned geographical area.
- f. Maintains indexes of documents pertaining to its assigned area in accordance with the Basic Intelligence Directive.
- g. Maintains card files of information to meet intelligence requirements of using agencies.

8. Project E

Perform same functions as those assigned to Projects A, B, C, D, however with respect only to Scientific and Technical documents.

9. Editorial Section

- a. Sorts, edits, compiles abstracts slips for accession lists.
- b. Edits Washington Document Center summaries, translations and research reports for publication to insure editorial correctness without modification of meaning contained in original document.

10. Publication Section

- a. Reproduces in proper form and quantity the reports, translations, accession lists and other projects developed by the Washington Document Center.
- b. Performs liaison with the Central Intelligence Group reproduction facility for the purpose of obtaining any required outside reproduction support.
- c. Advises Chief, Project and Section Chiefs and other control personnel on publications problems.

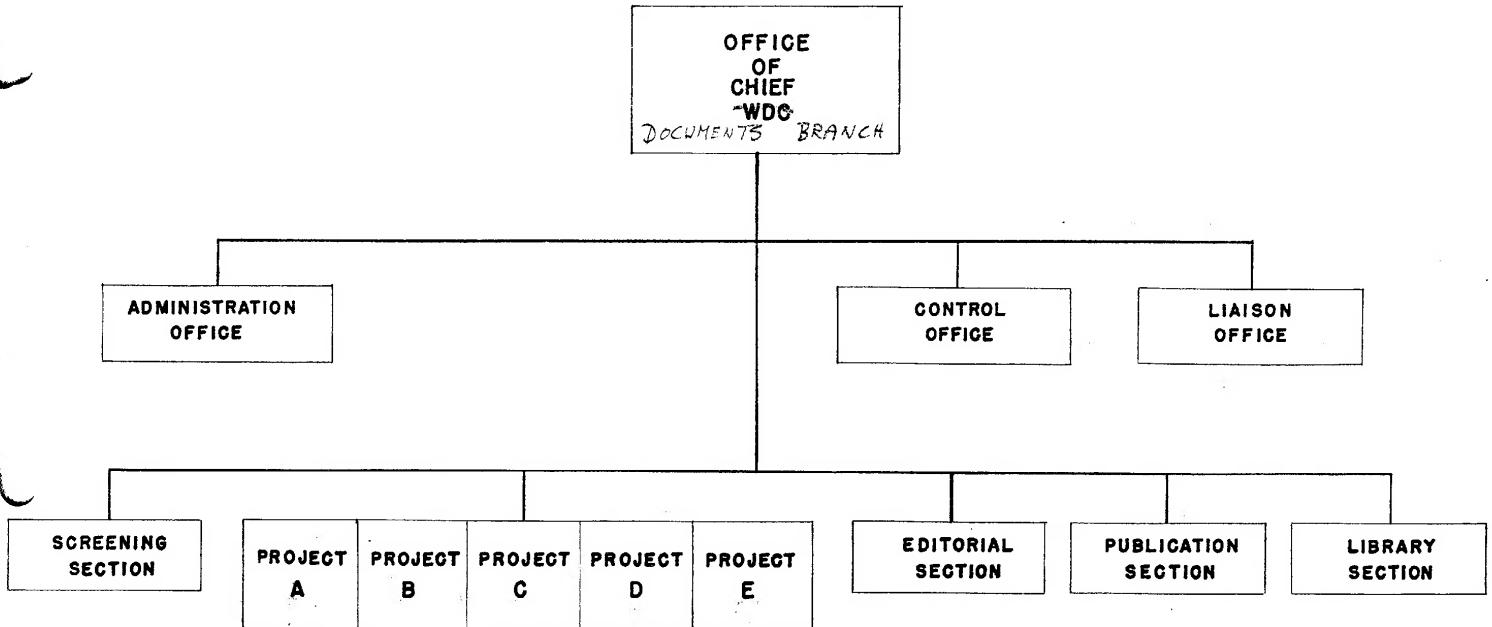
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ORGANIZATION CHART

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The Washington Documents Center  
Office of Operations  
Branch

1 DECEMBER 1946



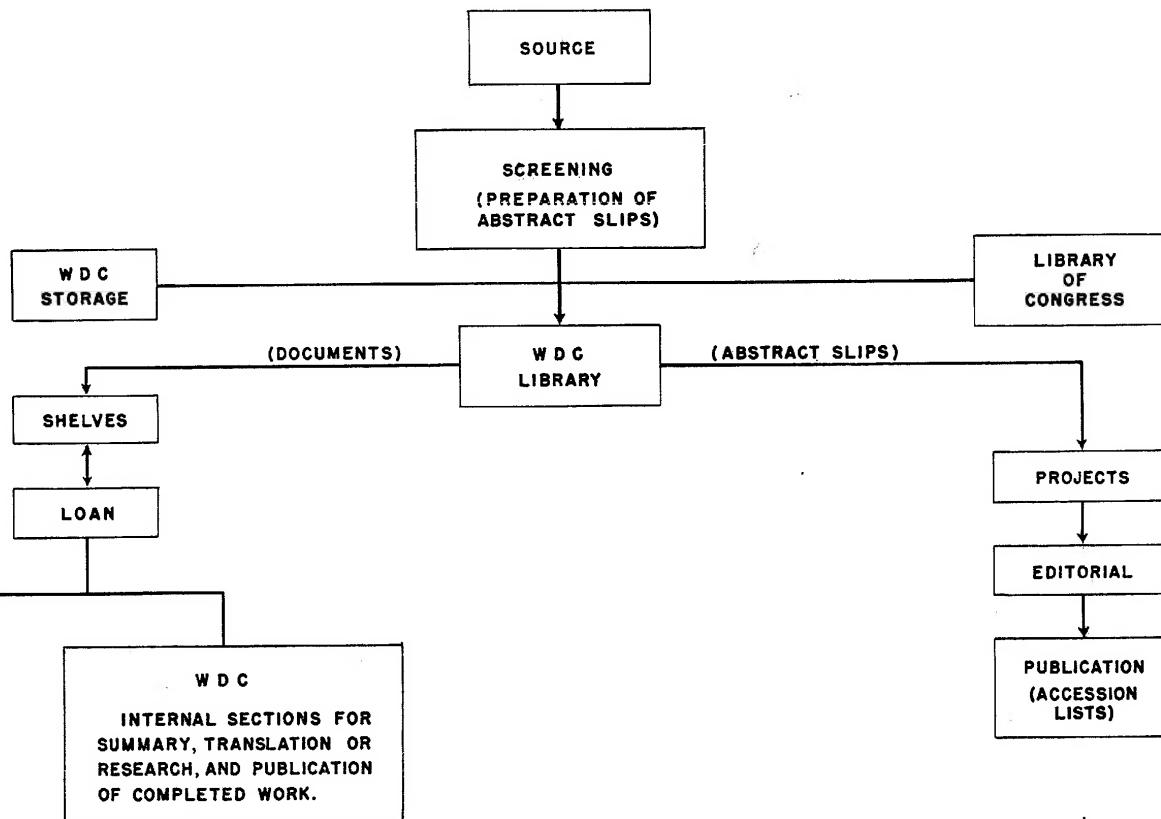
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WASHINGTON DOCUMENT CENTER

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I DECEMBER 1946

DOCUMENT FLOW CHART

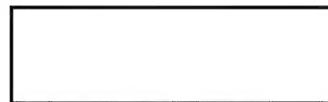


# Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Office of Operations      DATE: 16 December 1946  
FROM : Advisor for Management, ICAPS  
SUBJECT: Table of Organization, Washington Document Center

UUU0900

1. The attached memorandum from the Washington Document Center is transmitted to you for your recommendations as to appropriate action at this time to maintain the Document Center at operating efficiency.
2. Inasmuch as it is actually a going concern, it cannot be given first priority in the development of its final organizational structure and personnel requirements. However, any emergency needs, such as providing means for hiring as civilians the military personnel who will terminate their active service in the reasonably near future can be taken care of temporarily, pending later establishment of an approved organization.
3. Request that any such emergency requirements be submitted on a priority basis, indicating names of individuals, dates of termination of military service, positions for which desired, indication of relative importance of position within the organization, and recommended grade as a civilian.



Colonel, AGD

Incl. Memo dtd 4 Dec 46  
fr Deputy Head, WDC

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WAR DEPARTMENT  
WAR DEPARTMENT GENERAL STAFF  
MILITARY INTELLIGENCE DIVISION, G-2  
WASHINGTON 25, D. C.  
WASHINGTON DOCUMENT CENTER  
Horner Building  
14th & L Streets, NW,  
Washington, D.C.

6000300

4 December 1946

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MEMORANDUM FOR [REDACTED] ORE, CIG:

SUBJECT: Table of Organization, Washington Document Center.

1. In compliance with verbal instruction a recommended Table of Organization for the Washington Document Center is hereby submitted.

2. Inclosure #1 is the detailed organization recommended. All positions have been set up as Civil Service positions except for Army and Navy Liaison personnel. Asterisks indicates control positions occupied by Army and Navy Officers at present. It is contemplated that these positions will be occupied by present personnel until 1 July 1947.

3. Inclosure #2 is a consolidation of the recommended detailed table of organization and indicates positions filled by the [REDACTED] military and Navy personnel allotted to the Washington Document Center, available civilian personnel including military and Naval being converted to civilian status and the personnel requirement to bring the organization up to recommended strength.

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For the Head, WDC:

[REDACTED]

Deputy Head, WDC

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Incl:

1. Tentative TO
2. Consolidated Tentative TO

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WASHINGTON DOCUMENT CENTER  
Horner Building  
14th & L Streets, NW,  
Washington, D.C.

4 December 1946

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CENTRAL INTELLIGENCE GROUP  
INTER-OFFICE ROUTING SLIP  
(Revised 10 Sept 1946)

FROM		TO	INITIALS	DATE
	DIRECTOR OF CENTRAL INTELLIGENCE			
	EXECUTIVE TO THE DIRECTOR			
	SECRETARY TO THE DIRECTOR			
✓	EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
	ADVISORY COUNCIL			
	EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CENTRAL RECORDS			
	SECRETARY, NIA			
	CHIEF, INTERDEPARTMENTAL STAFF			
	ASST. DIRECTOR, ██████████ OPERATIO			
	ASST. DIRECTOR, RESEARCH & EVALUATION			
	ASST. DIRECTOR, COLLECTION & DISSEMINATION			
	CHIEF, SECURITY BRANCH			

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APPROVAL       INFORMATION       DIRECT REPLY      25X1  
 ACTION      ~~✓~~ RETURN to  COMMENT  
 RECOMMENDATION       PREPARATION OF REPLY       FILE      25X1  
 SIGNATURE      ~~✓~~ CONCURRENCE       DISPATCH

REMARKS: This was worked out by [redacted] ICAFS before you entered picture & has been in effect. However, would  
TOP SECRET    SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED  
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lets your concurrence. Please return [redacted]

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